

18 June 1965

STATINTL

To :

From : Chief, Records Administration Staff

Subject: Annual Report of Records Holdings



STATINTL

6/25

1. Your report of records holdings and records destruction for FY 65 may be recorded below and returned to my office by 13 August. In addition, any specific problems or comments about your program would be appreciated.

2. Your continued cooperation in furnishing this data enables us to evaluate the progress of the Records Management Program in the Agency and to explore areas where problems may exist or where improvements may be desirable.

3. Please call if you have any difficulty in meeting this deadline.

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10 August 1965

6171.72 cu. ft. of records on hand 1 July 1964

5316.47 cu. ft. of records on hand 30 June 1965

572.81 cu. ft. destroyed in the offices during FY 65

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3104.00 cu. ft. destroyed by DSCB - In screening of the Voucher Files at 3104 cubic feet of material was destroyed during the past Fiscal Year

Area Records Officer/Component of Logistics

25 YEAR RE-REVIEW

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